

SNT Contract Manual

Version 7.0 – June 2010

Wisconsin Department of Public Instruction
School Nutrition Team (SNT)

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New Agencies


If you do not have a six-digit agency code provided by the School Nutrition Team at DPI, and this is your first time entering a contract for School Nutrition Programs, please follow these instructions:

1. Contact the DPI School Nutrition Team consultants (see the last page of this manual for contact information) to obtain a *temporary* Agency Code and a *temporary* password.
2. Follow the directions in the rest of this manual. Use this temporary Agency Code and the temporary password to log-in. **Special notes** for new agencies:
 - a. For **Schedule A**, you will need to enter all schools in your School Food Authority.
 - b. If you are a private SFA, or an RCCI, you will need to complete the **Federal Awards Expended** screen. You will need to know the amount of federal funding you have received under various programs. If you have nothing to report, please enter zeroes (0) to continue.
 - c. If you have questions while entering your contract for the first time, please contact the consultant who provided your Agency Code and password – or call the School Nutrition Team at 608-267-9228.
3. If you need to make changes to your contract between the time that you enter it, and the time that a consultant begins to approve it, you may continue to access the site using your temporary Agency Code and temporary password. Once the consultant starts working on your contract, you will not be able to make any changes until it is approved.
4. Once your contract is approved, you will receive a letter with a *permanent* Agency Code and a *permanent* password. At that point, you will no longer be able to use the temporary log-in information. Using your *permanent* log-in information, you will be able to access the site and view or modify your contract.

Entering the Food and Nutrition Site


1. Go to <http://www.dpi.wi.gov/fns/index.html>. If you wish to bookmark the site for future reference, do it at this point in time. (see *Sample Screen 1*, on page 3-4)
 - a. Scroll down to “**Online Services**”.
 - b. Under the first yellow bar marked “**Enter and Revise Contracts**”, go to the area marked “**School Programs.**”
 - c. Click on the link to “**Submittal/Renewal of School & RCCI Online Contract**”

Sample Screen 1 – SNT Homepage


WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

[Home](#) [News](#) [Visitor](#) [Data](#) [Topics](#)

Search



Community and
School Nutrition
PROGRAMS
WISCONSIN DPI

DPI Menu

[Superintendent's Page](#)
[Divisions & Teams](#)
[Directories](#)
[AskAway](#)

Food and Nutrition

[CACFP Memos](#)
[Calendar - SNT Events](#)
[Competitive Foods](#)
[Direct Certification](#)
[Due Dates for NSLP](#)
[Eligibility Manual for School Meals](#)
[Equipment Grants](#)
[Free & Reduced Apps](#)
[Newsletters: CNT](#)
[Newsletters: SNT](#)
[On-Line Services](#)
[Program Statistics](#)
[Reimbursement Rates](#)
[Related Links](#)
[Training](#)
[USDA Guidance Memos for Schools](#)
[Verification Forms](#)
[Wellness Policy](#)
[Email Us](#)
[FNS Home Page](#)

Wisconsin Child Nutrition Programs & On-line Services

Introduction

Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Home Page. Staff members in Community and School Nutrition Teams provide nutrition information and program guidance to sponsors of the National School Lunch Program, the School Breakfast Program, Child and Adult Care Food Program, the Summer Food Service Program, the Special Milk Program, and the USDA Commodity Food Distribution Program. The Teams are also responsible for a variety of nutrition education initiatives that involve collaboration with other state agencies, UW-Extension, and regional and statewide child nutrition advocacy groups.

Hot Topics

[Application for Free and Reduced Price Meals for 2010-2011 SY Available](#)

[Register Your SFSP Sites on the National Hunger Hotline!](#)

[Registration for "Waves 1 & 2" School Nutrition Summer Courses Now Open](#)

[On-line Contract Renewal for SY 10-11 School Child Nutrition Programs Required by 7/20/10](#)


[New Web-based Direct Certification System](#)

[Kohl Breakfast Grant SY 09-10 End of Year Report Due: June 16th, 2010](#)

[Geographic Preferences in Child Nutrition Programs - Proposed Rule](#)

[USDA launches Apps for Healthy Kids Competition](#)

[USDA School Food Service Equipment Grant Announced](#)

NOTE: Free Adobe Reader software is available at: 


Content

- [Personnel Directory](#)
- Afterschool Snack Program - [CACFP](#), [NSLP](#)
- [ARRA: National School Lunch Program - 2009 Equipment Grant](#)
- [Child and Adult Care Food Program](#) (CACFP)
- Disaster Relief Information for Nutrition Programs: [Flooding](#), [Haitian Earthquake](#)
- [Elderly Nutrition Improvement Program](#)
- [Equipment Grant - 2010 USDA School Food Service](#)
- [Faith-Based and Community Initiatives](#)

Continued on next page of manual

Sample Screen 1 – SNT Homepage - continued

The screenshot displays the SNT Homepage with a green sidebar on the left. The main content area features a list of links under the heading "On-line Services". The links include:

- [Farm to School](#)
- [Fresh Fruit and Vegetable Program](#)
- [Guidance Memos - Community Nutrition Team, School Nutrition Team](#)
- [Mailings - Community Nutrition Programs, School Nutrition Programs, USDA Commodity Program](#)
- [Milk Programs](#)
- [National School Lunch Program \(NSLP\)](#)
- [Newsletters - Community Nutrition Programs, School Nutrition Programs](#)
- [Nutrition Information](#)
- [Pandemic Flu Information](#)
- [Procurement](#)
- [Program Statistics](#)
- [Regulations and Interim/Proposed Rules](#)
- [School Breakfast Program \(SBP\)](#)
- [School Food Safety and Food Biosecurity](#)
- [School Nutrition Retirement Certificate](#)
- [School Wellness Policy](#)
- [Summer Food Service Program \(SFSP\)](#)
- [Training Opportunities](#)
-  [USDA Commodity Food Distribution Program](#)
- [Wisconsin Team Nutrition](#)
- [Related Links](#)

The "On-line Services" section is highlighted with a red oval. Below it, a yellow banner contains the text "Enter and Revise Contracts (CACFP, School Programs, SFSP)".


Child and Adult Care Food Program **NEW**

[Enter CACFP Contract Information](#) [More CACFP Application/Agreement Information](#)

[CACFP Internet Application Manual](#)

Child and Adult Care Food Program (CACFP - Home Sponsors Only)


[Revise Provider Contract Information](#) [Revise Home Sponsor Contract Information](#)


[Provider Contract Internet Manual](#)  [Sponsor Contract Internet Manual](#)

School Programs

Contract Renewal Process Notice: The new on-line system for creating/updating contracts for School Year 2010-2011 is now available. Please download and read the SNT Contract Manual prior to accessing the system. Contracts for the upcoming school year should be submitted by July 20, 2010.

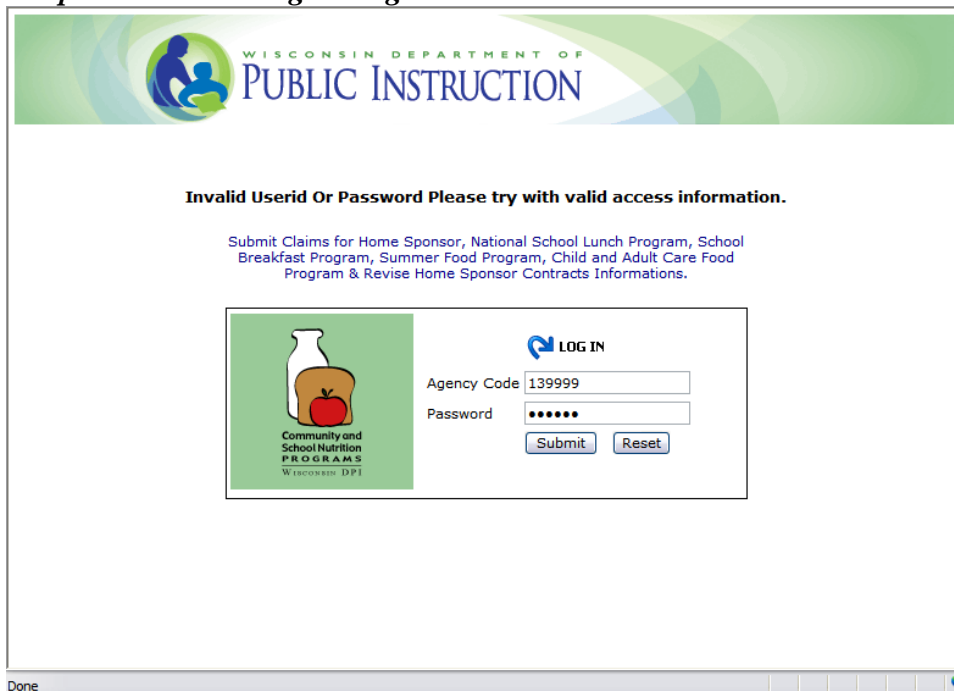
NEW [Submittal/Renewal of School & RCCI On-line Contract](#)

NEW [School RCCI Contract Manual](#)  - for both existing and new agencies (Updated 2010)

[Permanent Agreement/Policy](#) 

- This will bring you to a log-in screen (*Sample Screen 2*) where you will be able to log in using your agency code and password, and access your agency's information, including contract. Do not bookmark this log-in screen – if you wish to make a bookmark, please go back to Step 1 and bookmark at that point.


Sample Screen 2 – Log-in Page



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Invalid Userid Or Password Please try with valid access information.

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program & Revise Home Sponsor Contracts Informations.

 **LOG IN**

Agency Code

Password

Done

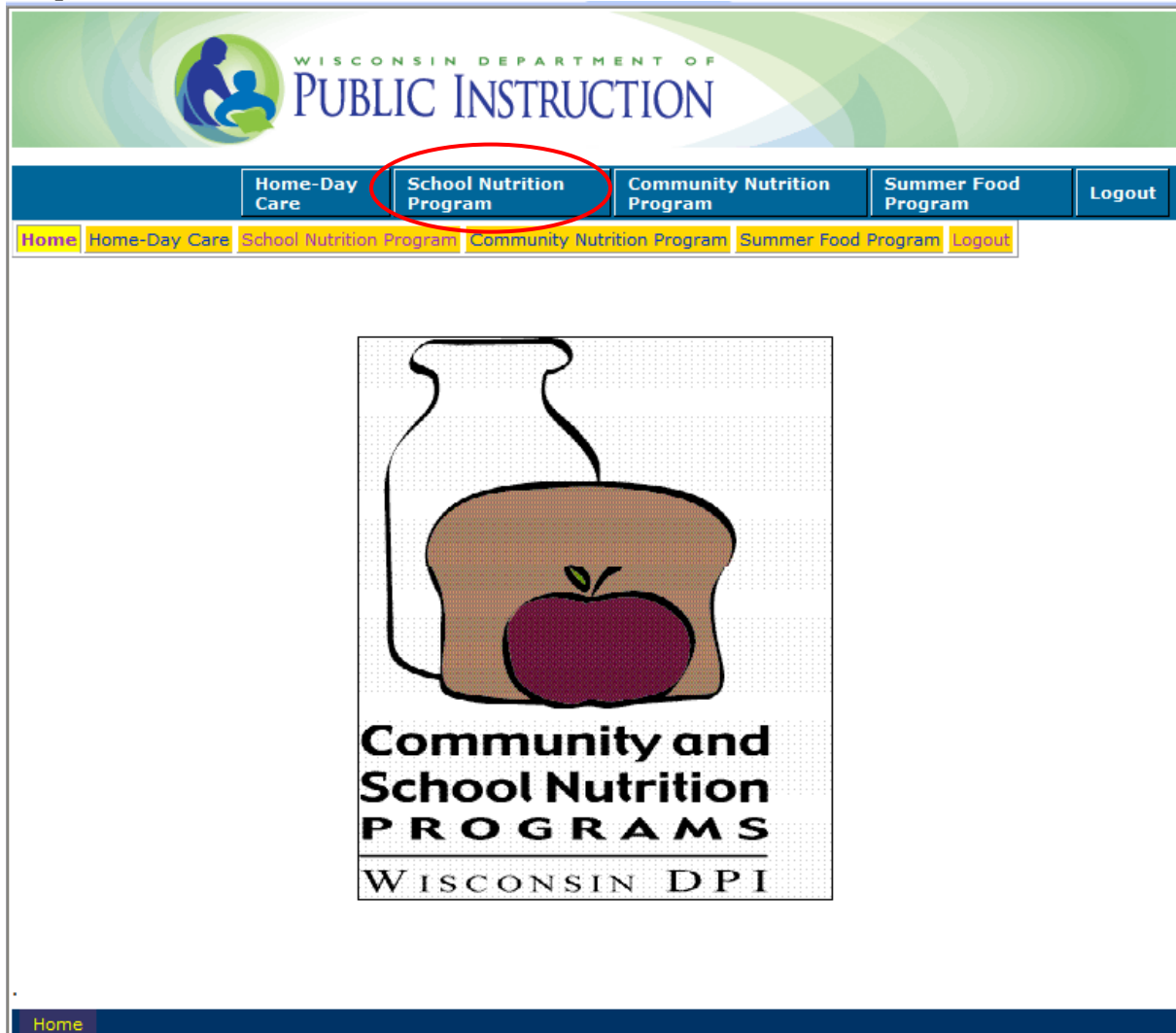
3. Enter your **Agency Code** – This is your six-digit agency code/agreement number.
 - a. Do not use hyphens - use only the numerals in the agency code.
 - b. Do not enter leading zeroes: For example, if your agency code is “012345“, only enter “12345”.
4. Type in your agency specific **password** (This is the password assigned by DPI for ordering commodities, claiming reimbursement, and for contract purposes. If you have forgotten this password, please see page 30).
5. Click the “Submit” button.
6. The “Reset” button will clear all data entered in fields so it may be re-entered.
7. **Time limit on entering data** - A timer starts from the moment you enter the contract site. If no activity occurs for 30 minutes, you will receive an error message and need to return to the main “Log In” screen. Any movement on a page at all (such as going from one screen to another or moving to another entry field on the same page) will reset the 30-minute timer.

Once you are logged in, a menu of options will appear at the top of the screen.

How to Navigate the System

The Blue Menu Bar

Sample Screen 3



On this screen, you can see the following menu options:

- **Home Day Care:** this is for Home Day Care providers only.
- **School Nutrition Program:** This is for school agencies participating in child nutrition programs.
- **Community Nutrition Program:** This is for agencies participating in the Child and Adult Care Food Program (CACFP).
- **Summer Food Program:** This is for sites participating in the Summer Food Service Program (SFSP).
- **Log Out:** This is where you can click, at any page on the website, to log out of your contract account. When you logout, you will need to re-enter your “Agency

Code/Agreement Number” and “Agency Specific Password” to re-enter the FNS web site.

Click on the blue bar where it says “School Nutrition Program.” (see *Sample Screen 3*)

This will change the yellow menu options. Notice that the blue “School Nutrition Program” button is now highlighted white.

Sample Screen 4



The Yellow Menu Bar

On this screen (see *Sample Screen 4*), you can see the following menu options:

- **Monthly Reimbursement Claim** - Use to enter school reimbursement claims, revise unpaid claims and review paid claims for all programs from this link. (Directions are not in this manual)
- **State Programs' Annual Claim and Reporting**
- **Contract** - Use to access the school contract information to view, update and submit contract changes.

Click on “Contract” which is on the far right of the yellow menu options.

This will again change the yellow menu options. Notice that the yellow “Contract” button is now highlighted in a lighter color to show that this is the page you are viewing.

Sample Screen 5 – Submit Contract



Click on “Submit Contract” in the yellow menu options. You may notice that the yellow menu options list out all the options you’ve clicked on. (See Sample Screen 5)

Clicking on “Submit Contract” will bring you to the first screen where you enter information for your contract.

Entering the SNT Contract Area

NOTE: When you are in the “**Submit Contract**” section of the site, you must continue through the entire contract and click on “Submit” at the end. **Do not** just log out or close the website – logging out or closing the website without clicking the “Submit” button at the end will delete all data you have entered.

School Contract Preparer/Enterer

You will need to fill out this information each time you enter the contract information to help DPI track changes to the contract. An email address for the Contract Preparer is required. (If you do not have an email address, type in none@none.net). See Sample Screen 6.

When you have finished entering the information, click the “**Continue**” button at the bottom of page.

Sample Screen 6 – Contract Enterer Information

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Contract | Submit Contract

National School Food and Nutrition Program 2010-2011 Application
Contract Enterer Information

139999 - Jefferson

[Contract Preparer/Enterer Information]

Please fill in all requested information. It will be used to contact the agency for any questions regarding the submitted Application.

First Name Last Name

Phone Number Extension

Email

CONTINUE

School Food Authority Information

Note: In past years, the information on this screen appeared on more than one screen. Starting in 2010, this page has more information, requiring fewer pages to navigate.

Sample Screen 7 – School Food Authority Information

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Submit Contract

National School Food and Nutrition Program 2010-2011 Application
School Food Authority Information

139999 - Jefferson

To apply for participation in the National School Food and Nutrition Program complete the application along with school(s) information and submit it to DPI.

General Information

Legal Name of School Food Authority (School Agency) County

Local Education Area (LEA) # Congressional District Type of Governing Body

Estimate No. of Children to be served lunch daily

Continued on next page.

Sample Screen 7 – School Food Authority Information - Continued

| | | |
|---|----|-----|
| Do you participate in commodity program | | Yes |
| Select if applicable to your agency (see definition in manual) | | |
| Residential Child Care Institution | No | |
| Provision 2 Agency | No | |
| 2R Charter Agency | No | |

Addresses and Contacts Numbers


School Food Authority Address
Street Address 123 Main Street
City Testville State Wisconsin Zip 12345
Phone 2345678910 Fax 5554443333

Correspondence Address (Enter Same as street, unless P.O Box is used)
Street/P.O Box No. PO Box 98
City Testville State Wisconsin Zip 12345
Phone 2345678910 Fax 5554443333

Authority Contacts Information

Authorized Representative
Title District Administrator
First Name Jane Last Name Smith
Work Phone 2345678910 Extension 44 Fax 5554443333
Business Email jane@testvilleschools.org

Food Service Manager
Title Food Service Manager
First Name Bill Last Name Green
Work Phone 2345678910 Extension 25 Fax 5554443333
Business Email bill@testvilleschools.org

 CONTINUE

[Home](#)

Local intranet 100%

Part 1: General Information

Note: All fields must be completed. This screen has 3 sections.

See *Sample Screen 7*, above.

1. An LEA number is assigned to each public school. If your agency is a *private school* or *RCCI*, enter the LEA number of the public school district where your mailing address is located.
2. If you do not know the Congressional District information for your school, click on the link: www.legis.state.wi.us. Then click on “Who are my Legislators?” to find the district number.

3. Indicate the type of institution here *only* if one of the listed categories applies to your school agency (*see Sample Screen 7*).
 - *Residential Child Care Institution (RCCI)* is an institution which operates principally for the care of children in a residential setting.
 - *Provision 2 Agency* is an agency participating in the NSLP under Section 11 (a) (1), Provision 2 of the Richard B. Russell National School Lunch Act (42 USC 1759A). Under this provision to reduce paperwork, meals are served free to all students and applications to determine free and reduced-meal eligibility are only collected once every four years. Schools participating in the Provision 2 claiming option must obtain approval from DPI.
 - *2R Charter Agency* is *only* those schools chartered by the City of Milwaukee common council, UWM or MATC, and UW-Parkside on a pilot basis under authority granted by Section 118.40(2r) of the Wisconsin School Laws.
4. The online contract field “Legal Name of School Food Authority (School Agency)” may only be changed by DPI. If a change is necessary, please contact the School Nutrition Team at 608-267-9228.

Part 2: School Food Authority Address Information

See Sample Screen 7

1. Enter the complete SFA address information below for the SFA office location. Use a street address in this field, *not* a PO Box. If any address does not have a FAX number, enter 0 (zero) in the appropriate “Fax” field.
2. Enter the Correspondence Address to be used for School Nutrition team mailings. You must enter this, even if it is the same as the SFA address. You may use a PO Box in this field.

Part 3: School Food Authority Contact Information

See Sample Screen 7

1. Email field(s) – *If you do not have access to an email address, type in none@none.com.* This will allow you to bypass this field.
2. When you have entered information in all the fields, click the “**Continue**” button. If any information is missing, you will be returned to the page with a “Validation Error” – the error will list what information is missing. (*See Sample Screen 8*)

Sample Screen 8 – Validation Error

| | | | | |
|------------------|-----------------------------|--------------------------------|------------------------|--------|
| Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout |
|------------------|-----------------------------|--------------------------------|------------------------|--------|

Home
Submit Contract

Validation Error:- You must correct the following error(s) before proceeding:

- Street/P.O Box No. is required.
- City is required.
- Zip is required.
- Business Email is required.

National School Food and Nutrition Program 2010-2011 Application
School Food Authority Information
139999 - Jefferson

To apply for participation in the National School Food and Nutrition Program complete the application along with school(s) information and submit it to DPI.

Meal Charges, Purchase, and Officials Information

Note: This screen has 3 sections.

Part 1: Meal Charges

1. Enter the highest meal charge for each school type. Do not include the \$ sign. The price will be automatically formatted. (See Sample Screen 9)
 - a. If meal charges *for an entire school* differ from the district figures given below, please complete the “**School Specific Meal Charge**” page on Schedule A for that school site (See directions for Schedule A on pages 23-25)
 - b. If different meal prices are charged *within one school* (for example, K-2 = \$1.25 and Grades 3-5 = \$1.50) *do not* complete the “**School Specific Meal Charge**” page, as only one price per building can be indicated.
2. If your agency does not participate in the listed program or does not charge students for meals, enter a “0” (zero) in those meal charge areas. If you do not charge students, you *must* still enter the adult price for a meal.
3. For the *Special Milk Program*, enter only the amount charged to students participating in this program. Do not enter the amount charged for a la carte milk.
4. All SFAs *must* enter an adult price for any program in which they participate. (See Sample Screen 9)

Part 2: Meal Purchase Information

1. For “Food Service Provider Type”, check the correct button for your school. (See Sample Screen 9)
2. If using a “Vendor” or “Food Service Management Company”, select the name from the drop-down menu. (See Sample Screen 9)
3. If your vendor or Food Service Management Company is not listed, please contact the School Nutrition Team at 608-267-9228.
4. If receiving meals from “Another School Agency Under a Joint Agreement”, select the Agency/Number from the drop-down menu. (See Sample Screen 9)

Part 3: Official Information

Enter the name and title of the School Food Authority representatives assigned to each of the following responsibilities.

See Sample Screen 9.

Note: *RCCIs with only residential students (who reside at the RCCI)* will not need to identify these officials and should enter “none” for each official. *RCCIs with day students (those who attend school for the day but do not reside at the RCCI)* will need to enter names for all listed officials.

1. **Determining Official** reviews the initial free/reduced price meals applications, determines if the students are eligible for free or reduced price meals, and notifies the household of the determination.
2. **Hearing Official** may be called upon to hear possible complaints or appeals on application determination or verification process results and possible discrimination in the operations of the program. The Hearing Official *should not* be a subordinate of the person serving as either the Determining Official or the Verifying Official. The Hearing Official *may not be* the same person as the Determining Official *or* the Verifying Official.
3. **Verifying Official** conducts the verification process including the selection of applications, notification of selection for verification, examination of materials submitted and notification of the results. The Verification Official also must submit the Verification Summary Report to DPI.
4. **Confirming Official** conducts a review of the information on the applications selected for verification to confirm that the correct determination of eligibility was initially made. If necessary, correct the eligibility determination prior to completing the verification process. The Confirming Official *may not be* the same as the Determining Official.
5. Once you have updated all of your agency's information, click the "**Continue**" button.

Sample Screen 9 – Meal Charges, Purchase and Officials Information

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Submit Contract

National School Food and Nutrition Program 2010-2011 Application
Meal Charges, Purchase and Officials Information
139999 - Jefferson

Indicate Charges
Charges will be applied to every school building under the school food authority. Please enter the highest meal charges for each column. Different charges in a specific school building within the agency may be entered from Schedule "A" screen.

| Item | Split-Sess Pre-K | Elementary | Middle/Jr.H.S | Sr.H.S | Reduced | Adult |
|----------------------|------------------|------------|---------------|---------|---------|---------|
| Lunch | | \$ 1.00 | \$ 1.25 | \$ 1.50 | \$.40 | \$ 2.00 |
| Breakfast | | \$.75 | \$ 1.00 | \$ 1.00 | \$.30 | \$ 1.25 |
| After School Snack | | \$.50 | \$.50 | \$.50 | \$.20 | \$.50 |
| Special Milk Program | \$.10 | | | | | |

Meal Purchase Information

Select Food Service Provider Type

☒ Self Operated
☐ Food Service Management Company
☐ Vendor
☐ Another School Agency Under a Joint Agreement


Select FSMC/Vendor/Another School Agency Name

Self
None
None
0 - None

Continued on next page.

Sample Screen 9 – Meal Charges, Purchase and Officials Information - continued

| | |
|--|---|
| Determining Official Name - Individual(s) determining eligibility | Hearing Official Name - Not involved in original determination or verification |
| Title <input type="text" value="Office Administrator"/> | Title <input type="text" value="Director of Business"/> |
| First Name <input type="text" value="Jack"/> | First Name <input type="text" value="Kelly"/> |
| Last Name <input type="text" value="Brown"/> | Last Name <input type="text" value="Frank"/> |
| Verifying Official Name - Verifies information, may be determining official | Confirming Official Name - Review applications selected for verification - may not be determining official |
| Title <input type="text" value="Business Administrator"/> | Title <input type="text" value="Dean of Students"/> |
| First Name <input type="text" value="Sally"/> | First Name <input type="text" value="Alex"/> |
| Last Name <input type="text" value="Sees"/> | Last Name <input type="text" value="Han"/> |

 **CONTINUE**

[SFA Information]


Home

Done Local intranet 100%

School Food Authority Policy Statement

1. Enter information about each program provided in one or more schools in the SFA.
2. For all programs in which the SFA does not participate, select “Not in Program” under the “Meal Accountability System”. (See Sample Screen 10)
3. If more than one “Money Collection Procedure” is used within the SFA, check all the boxes that apply. (See Sample Screen 10)
4. “Program Start and End Dates” are the first and last date the program is offered to students.
5. If one or more schools in the SFA participate in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on the Schedule A for that school. (See directions for completing Schedule A on pages 19-21)
6. Once you have entered all information, click the “**Continue**” button.

Sample Screen 10 – Policy Statement Information

| | | | | | | |
|--|---------------------------------|-------------------------------|--|---|-------------------------------------|------------------------|
|  WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION | | | | | | |
| Home | Submit Contract | Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout |

National School Food and Nutrition Program 2010-2011 Application
Policy Statement Information
139999 - Jefferson

Information will be applied to every school building under the school food authority. If a specific school building within the agency has different procedures, they may be entered from Schedule "A" screen.

Select Accountability System and Money Collection Procedure(s) that describes your School Food Authority

For each program provided in one or more schools in the School Food Authority, select meal accountability system and money collection procedure(s) used in the majority of the schools to obtain accurate daily point of service counts by category (free, reduced price, paid). If a listed program is not offered in any of your schools, select "Not in Program". Program start date is the first date of student meal service served and program end date is the last day of student meal service.

National School Lunch Program


Meal Accountability System: Automated - Computer/Cash Register (at end of the line) [v]
Describe, If Other: [text box]
Money Collection Procedure (Check all that apply):
☒ Prepayment ☐ Post-billing ☒ Cash on Line ☐ Non-Pricing (no students pays)
Program Start Date: 9 / 1 / 2010 [MM/DD/YYYY] Program End Date: 6 / 9 / 2011 [MM/DD/YYYY]
Total Schools Serving Lunch: 3

School Breakfast Program

Meal Accountability System: Automated - Computer/Cash Register (at end of the line) [v]
Describe, If Other: [text box]
Money Collection Procedure (Check all that apply):
☒ Prepayment ☐ Post-billing ☒ Cash on Line ☐ Non-Pricing (no students pays)
Program Start Date: 9 / 1 / 2010 [MM/DD/YYYY] Program End Date: 6 / 9 / 2011 [MM/DD/YYYY]
Describe, If Other: [text box]
Money Collection Procedure (Check all that apply):
☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)
Program Start Date: [] / [] / [] [MM/DD/YYYY] Program End Date: [] / [] / [] [MM/DD/YYYY]
Total Schools Serving Snacks: 0

Continued on next page.

Sample Screen 10 – Policy Statement Information - continued


| Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only) | |
|--|--|
| Meal Accountability System | Roster/Checklist (at end of the line) ▼ |
| Describe, If Other | <input type="text"/> |
| Money Collection Procedure (Check all that apply) | |
| <input checked="" type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays) | |
| Program Start Date | 9 / 1 / 2010 [MM/DD/YYYY] Program End Date 6 / 9 / 2011 [MM/DD/YYYY] |
| Total Schools Serving Milk | 1 |
| Type of plan for providing milk to split-session kindergarten and pre-kindergarten students. | |
| Select Milk Plan | Pricing Plan (with free milk to eligible students) ▼ |
|  CONTINUE | |
| [SFA Information] [Meal Charges-Vendors, Verifying Official] | |
| Home | |
| Done Local intranet 100% | |

Federal Awards Expended - Private Schools and RCCIs Only

Note: This page will appear *only* for private schools and RCCIs. Public schools must submit annual audits to DPI and therefore are not required to complete this page.

1. SFAs must report all sources of federal funds. Enter financial data in “**Amount Expended**” field(s) below. Reimbursement received from DPI for the School Lunch, School Breakfast, Special Milk and Child and Adult Care Food Programs from the previous fiscal year should already be included. Commodities (see # 3, below) and federal nutrition grants (see #4, below) are not automatically included. *See Sample Screen 11.*
2. Do not change the amounts that are automatically entered for the National School Lunch Program, School Breakfast Program, and Special Milk Program.
3. The “Food Distribution Program (Commodities)” field will not be automatically filled by the computer on the Federal Awards Expended page. (*See Sample Screen 11*). Please refer to your Commodity Allocation and Receipt Summary (CARS) for the second preceding school year to determine the value of commodities received by your school. For example, for 2010-2011, you will refer to your CARS for 2008-2009. Instructions for reviewing your CARS in the Wisconsin Commodity Ordering System are provided on pages 34-35 of the *National School Lunch Program Wisconsin Commodity System Internet Instructions*, and may be accessed on the DPI website at: <http://www.dpi.wi.gov/fns/doc/commodityorderinst.doc>.
4. Enter any other sources of federal funds. This includes any federal school nutrition grants (such as the Fresh Fruit and Vegetable Grant, the Kohl Breakfast Grants, or ARRA Equipment Grant). You will need to enter the CFDA number for any additional federal funding that you received (see Sample Screen 11)
5. Once you have entered all information, click the “**Continue**” button.

Sample Screen 11 – Federal Awards Expended (Private Schools and RCCIs Only)


PUBLIC INSTRUCTION

Home-Day Care
School Nutrition Program
Community Nutrition Program
Summer Food Program
Logout

[Home](#) [Submit Contract](#)

National School Food and Nutrition Program 2010-2011 Application
Federal Awards Expended - (Private Schools and RCCIs only)

Audit Requirement: The Code of Federal Regulations, Title 7-Agriculture, Part 3052(7 CFR Part 3052) establishes audit requirements. Specifically, Sect. 3052.200 requires an annual audit if nonfederal entities expend \$500,000 or more in a year in total federal awards. The \$500,000 audit threshold applies to all federal grant awards combined.

Section 3052.320 describes the report submission requirements for nonprofit agencies required to have an audit. To determine if your agency must have an audit conducted, complete the following table.


Instructions:
 This page applies only to private schools and RCCIs since public schools conduct annual audits. Private schools and all RCCIs must report the federal amount expended for each federal program providing funding. For your convenience, the department has already entered the amounts for the programs it administers with the exception of the Food Distribution Program. If the amounts are incorrect, please enter the correct numbers. If your agency participates in a federal program (i.e. Head Start, Title I, Eisenhower Grant, Kohl Breakfast Grant, etc.) in addition to the programs "listed" below, please provide the CFDA Code, name of the federal program and the federal amount expended. If the "Total Federal Amount Expended" exceeds \$500,000 an EIN number must be entered.

139999 - Jefferson

List Amount Expended in Federal programs for **Fiscal Year 2008-2009** for which your agency receives funding.

Enter \$ Amount with NO comas. Only decimal is allowed.

| CFDA* | Name of Federal Program | Amount Expended (\$) |
|--------------------------------------|--|----------------------|
| 10.555 | National School Lunch Program (Incl. After School Snack) | 0 |
| 10.553 | School Breakfast Program | 0 |
| 10.556 | Special Milk Program | 0 |
| 10.550 | Food Distribution Program (Commodities) | 0 |
| 10.558 | Child and Adult Care Program (Meal + Cash in Lieu Amt.) | 0 |
| | | 0 |
| | | 0 |
| | | 0 |
| Total Federal Awards Expended | | 0 |
| Enter EIN Number | | 0 |

 **CONTINUE**

*CFDA means the assigned federal number found in the *Catalog of Federal Domestic Assistance Numbers*

Special Milk Program:
Do not include state reimbursement from the Wisconsin School Day Milk Program

Food Distribution:
List the commodity entitlement from the Commodity Allocation and Receipt Summary Report.

Total Federal Awards Expended:
If the total federal awards expended is \$500,000 or more, your agency is required to comply with the audit requirement. Your agency must comply with the reporting specified in 7 CFR, Part 3052.


[\[SFA Information\]](#) [\[Meal Charges-Vendors, Verifying Official\]](#) [\[SFA Policy Statement\]](#)

[Home](#)

Schedule A (List of Schools Under School Food Agency)

This screen (*Sample Screen 11*) appears with a list of existing schools under the School Contract. If this is the first time you are entering a contract, it will be blank, and you will need to enter the information for each school in the SFA. For instructions on entering a new school, see page 23-25.

Sample Screen 11 – List of Schools Under School Food Authority (Schedule “A”)


**WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION**

| | | | | | | |
|----------------------|---------------------------------|-------------------------------|--|---|-------------------------------------|------------------------|
| Home | Submit Contract | Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout |
|----------------------|---------------------------------|-------------------------------|--|---|-------------------------------------|------------------------|



**National School Food and Nutrition Program 2010-2011 Application
List of Schools Under School Food Authority (Schedule "A")**

139999 - Jefferson

Click on the underline name of each school to review and update information. For more information on when to use the school specific "Policy Statement", "Meal Charges", and "Delete this School" options please refer to the SNT Contract Internet Manual.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

| School Name & Address | Program Offered | Split Sess. Special Milk | Elderly | Wisc. School Day | Type of Site |
|--|--|--------------------------|---------|------------------|------------------------|
| Test Elementary | Meal Charges Policy Statement | | | | Delete |
| 123 Main Street Testville WI 12345 Type: Elementary School Grade Level From: K4 To O5 | Lunch Menu Option [1] Lunch Offer Vs Serve [b] Breakfast Menu Option [1] Breakfast Offer Vs Serve [g] After School Snack [Not In Program] | Yes | No | No | Prep |
| Test High School | Meal Charges Policy Statement | | | | Delete |
| 789 Main Street Testville WI 12345 Type: High School Grade Level From: 09 To US | Lunch Menu Option [1] Lunch Offer Vs Serve [a] Breakfast Menu Option [1] Breakfast Offer Vs Serve [f] After School Snack [Not Area Eligible] | No | No | No | Satellite |
| Test Middle School | Meal Charges Policy Statement | | | | Delete |
| 456 Main Street Testville WI 12345 Type: Middle School Grade Level From: 06 To UE | Lunch Menu Option [1] Lunch Offer Vs Serve [b] Breakfast Menu Option [1] Breakfast Offer Vs Serve [f] After School Snack [Not In Program] | No | No | No | Prep |

 **NEW RECORD**
 **CONTINUE**

Menu Option Description

- [1] Enhanced Food-based Menu Planning System
- [2] Nutrient Standard Menu Planning (NSMP) System or NuMenus
- [3] Nutrient Standard Menu Planning (NSMP) System-waiver of weighted averages
- [4] Assisted Nutrient Standard Menu Planning (ANSMP) System or Assisted NuMenus
- [5] Assisted Nutrient Standard Menu Planning (ANSMP) System-waiver of weighted averages

Continued on next page.

Sample Screen 11 – List of Schools Under School Food Authority (Schedule “A”) - continued

[6] Traditional Food-based meal pattern
[7] Alternate menu planning approach previously approved by DPI (Must received DPI approval.)

Offer Vs Serve Description

[Option (a) through (c) apply to menu planning options (1) and (6) for lunch.]

(a) Three of five food components (Mandatory for Sr. high level)
(b) Four of five food components
(c) Five of five food components (no Offer versus Serve)

[Option (d) through (e) apply to menu planning options (2,3,4) and (5) for lunch.]

(d) Take a minimum of two menu items, including the entree; decline no more than two menu items. (Mandatory for Sr. high level)
(e) Take all menu items (no Offer versus Serve)

[Option (f) through (g) apply to menu planning options (1) and (6) for breakfast.]

(f) Three of four food components.
(g) Four of four food components (no Offer versus Serve)

[Option (h) through (i) apply to menu planning options (2,3,4) and (5) for breakfast.]

(h) Take a minimum of two menu items, decline no more than one menu item
(i) Take all menu items (no Offer versus Serve).

[SFA Information] [Meal Charges-Vendors, Verifying Official] [SFA Policy Statement]


Home

Local intranet 100%

1. Click the underlined school name. This link take you to the ‘Schedule A’ screen to enter or change any information for that school.

Example: the linked name is “Test Elementary”. Click on that underlined school name and the “School Schedule A Information” page will open. (See Sample Screen 11).

Sample Screen 12 – School Schedule “A” Information

 WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home

National School Food and Nutrition Program 2010-2011 Application
School Schedule “A” Information
139999 - Jefferson

School General Information: Enter numbers like Zip, Phone without hyphen or dashes.

School Name Test Elementary School Is Other (A school not designated as Charter or Choice) ▼

School Type Elementary School ▼ From: 4-year-old Kindergarten ▼ To: Fifth Grade ▼

Street/Box No. 123 Main Street City Testville State Wisconsin ▼ Zip 12345

Continued on next page.

Sample Screen 12 – School Schedule “A” Information - Continued

National School Lunch Program

Menu Option: Enhanced Food-based Menu Planning System

Offer Vs Serve: Four of five food components

Optional - [Complete if Offer Vs Serve varies depending upon grade level]

Does this school has split Offer Vs Serve information: No

Split Grade From: To:

Choose Offer Vs Serve For Split Grade Levels: None

School Breakfast Program

Menu Option: Enhanced Food-based Menu Planning System

Offer Vs Serve: Four of four food components (no Offer versus Serve)

Breakfast Type: Non-severe Need Breakfast

Breakfast Model:

☐ Traditional ☐ Mid-morning Breakfast ☒ Breakfast in Classroom

☐ Elimination of Reduced Price ☐ Grab n Go ☐ Universal Free

Optional - [Complete if Offer Vs Serve varies depending upon grade level]

Does this school has split Offer Vs Serve information: No

Split Grade From: To:

Choose Offer Vs Serve For Split Grade Levels: Three of four food components.

[Complete Only For Severe Need Breakfast Request]

| | | |
|-----------------------------------|---|--------------------|
| (a) Total Free Lunches Claimed | 0 | For SY 2008 - 2009 |
| (b) Total Reduced Lunches Claimed | 0 | For SY 2008 - 2009 |
| (c) Total Paid Lunches Claimed | 0 | For SY 2008 - 2009 |
| (d) Total Free + Reduced | 0 | For SY 2008 - 2009 |
| (e) Total Free + Reduced + Paid | 0 | For SY 2008 - 2009 |
| (f) Annual Percentage (d/e * 100) | 0 | For SY 2008 - 2009 |

Other Programs Offered

After School Care Snacks: Not In Program

Special Milk: Program Offered

Elderly Nutrition Program: Not In Program

Wisconsin School Day Milk: Not In Program

Meal Preparation and Food Safety Inspection

Site Type: Preparation

Food Safety Program Reviews #: Two Inspection Provide No. of Food Safety Program Reviews Occured Last Year

BACK SAVE DELETE

[\[SFA Information\]](#) [\[Meal Charges-Vendors, Verifying Official\]](#) [\[SFA Policy Statement\]](#) [\[Schedule "A" Listing\]](#)

Home

- Review and update the current information for the selected school. If the school does not offer a listed program, select “**Not in Program**” from the drop-down choices in the Menu Option menu. (See Sample Screen 12)

3. **Breakfast Type:** If this school is a *Severe Need Breakfast* site, please select “Severe Need Breakfast” from the drop-down menu. Otherwise, please leave it set to “Non-severe Need Breakfast”. If this school is a Severe Need Breakfast Site, enter the qualifying *lunch* numbers by category (free, reduced and paid) in the spaces provided. Remember that qualifying counts are obtained from *lunches* served in the second preceding school year for this specific school. For example: for school year 2010-2011, report your *lunch* counts from school year 2008-2009 for this school. Once the numbers are entered the computer will calculate the percentage of meals. For more information, please view the webcast available at <http://dpi.wi.gov/fns/fincou2.html>. (See Sample Screen 12)

Note: On the “**Policy Statement**” you entered the number of sites participating in the School Breakfast Program and the number of sites participating in the Severe Need Breakfast Program. The total number of regular breakfast sites and severe need breakfast sites must equal the number of sites as indicated on Schedule A.

4. **Breakfast Model:** Please select all breakfast models used in the school building. More information about different breakfast models is on our website at <http://dpi.wi.gov/fns/sbp1.html>. This information is *required* for all schools participating in the School Breakfast Program. (See Sample Screen 12)
5. **Other Programs Offered:** If this school participates in any of these programs, please select “Program Offered” from the drop down menu. If you would like more information about any of these additional programs, please contact the School Nutrition Team. (See Sample Screen 12)
6. **Reporting the Number of Food Safety Inspections by School Building:** Each year, the law requires schools participating in the school lunch or breakfast program to have two food safety inspections. Per DPI protocol, one of these inspections may include a review of your food safety plan by an environmental health specialist from the Wisconsin Department of Health Services (DHS) or the local health department. Environmental health specialists must be physically present at the school and issue your agency a copy of their report. If you are not receiving the required number of inspections at each school, a written request for two inspections should be submitted to your regional DHS office or local health department.

In order for DPI to meet USDA reporting requirements, your agency must report the number of food safety inspections conducted at each meal preparation and/or serving location on an annual basis. The number of inspections should be reported on each individual school page of Schedule A on the on-line contract, under the data field labeled “*How many food safety inspections/food safety reviews occurred in 2009-10?*” Schools that share a meal preparation/serving location with another school, or schools that do not participate in the lunch or breakfast programs should select “*meals not served*” from the drop-down menu. (See Sample Screen 12)

7. Once you have entered all information, click on the “Continue” button.
8. The Schedule A screen will **re-appear** with your updated information. (See Sample Screen 11)

School Specific Policy Statement Information & School Specific Meal Charges

1. Enter **School Specific Policy Statement information** (*only* if it is different from the Agency-wide information) by clicking the “**Policy Statement**” link. The School Specific Policy Statement is used to enter information that is different for an individual school. If there is already existing School Specific Policy Statement information, the link will say “**Policy Statement Available**”. Click on the link to review and update the School Specific Policy Statement. (*See Sample Screen 11*)

Sample Screen 13 – School Specific Policy Statement Information

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home

National School Food and Nutrition Program 2010-2011 Application
School Specific Policy Statement Information

139999 - Jefferson
293 - Test Elementary

Policy Statement will be applied to the specific school building under the school food authority.

National School Lunch Program

Meal Accountability System: Roster/Checklist (at end of the line) [v]
Describe, If Other: [Text Box]
Money Collection Procedure (Check all that apply):
☒ Prepayment ☐ Post-billing ☒ Cash on Line ☐ Non-Pricing (no students pays)
Program Start Date: 09 / 01 / 2010 [MM/DD/YYYY] Program End Date: 06 / 09 / 2011 [MM/DD/YYYY]

School Breakfast Program

Meal Accountability System: [v]
Describe, If Other: [Text Box]
Money Collection Procedure (Check all that apply):
☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing (no students pays)
Program Start Date: [] / [] / [] [MM/DD/YYYY] Program End Date: [] / [] / [] [MM/DD/YYYY]

Severe Need Breakfast Program

Meal Accountability System: [v]
Describe, If Other: [Text Box]

Continued on next page.

Sample Screen 13 – School Specific Policy Statement Information




| | |
|--|---|
| Money Collection Procedure (Check all that apply) <input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays) | |
| Program Start Date | <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] |

After School Snack

| | |
|--|---|
| Meal Accountability System | <input type="text"/> |
| Describe, If Other | <input type="text"/> |
| Money Collection Procedure (Check all that apply) <input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays) | |
| Program Start Date | <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] |

Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)

| | |
|--|---|
| Meal Accountability System | <input type="text"/> |
| Describe, If Other | <input type="text"/> |
| Money Collection Procedure (Check all that apply) <input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays) | |
| Program Start Date | <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY] |
| Type of plan for providing milk to split-session kindergarten and pre-kindergarten students. | |
| Select Milk Plan | <input type="text"/> |

 **BACK**
  **SAVE**
  **DELETE**

[\[SFA Information\]](#)
 [\[Meal Charges-Vendors, Verifying Official\]](#)
 [\[SFA Policy Statement\]](#)
 [\[Schedule "A" Listing\]](#)

[Home](#)

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2. For example:

- a. The Agency Policy Statement indicates that the Meal Accountability used for lunch at elementary schools is an “Automated System”, but this school uses “Roster/Checklist System”. This page *should* be completed with that information for the school. (See Sample Screen 13)
OR
 - b. The Agency Policy Statement indicates that the Money Collection Procedures used in the SFA are Prepayment and Cash on Line. This school only does Prepayment. *Do not enter* School Specific Information on this page for this school. This information is properly included on the SFA School Policy Page.
3. After entering all data, click the **“Save”** button to save changes for this individual school.
 4. If the Policy Statement information for this school now matches the information for the entire School Food Authority, click “Delete” to delete information entered previously on this screen. (See Sample Screen 13)
 5. The Schedule A screen will **re-appear** with your updated information. (See Sample Screen 11)
 6. Enter **School Specific Meal Charges** (*only* if different from Agency-wide information) by clicking the **“Meal Charges”** link here. Enter only if meal charges for this school are different from the charges entered on “School Food Authority Meal Charges and

Purchase Information” page. If there is already existing School Specific Meal Charge information, the link will say “**Meal Charges Available**”. Click on the link (*see Sample Screen 11*) to review and update the School Specific Meal Charges. (*See Sample Screen 14*)

Sample Screen 14 – School Specific Meal Charges Information

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home

National School Food and Nutrition Program 2010-2011 Application
School Specific Meal Charges Information

139999 - Jefferson
293 - Test Elementary

Indicate Charges

Note: Based on the school grade level enter charges only for that grade only. For. e.g. if its an elementary school enter charges under 'Elementary column' Only. For all other columns enter zero as it is required.

Charges will be applied to the specific school building under the school food authority.

| Item | Split-Sess Pre-K | Elementary | Middle/Jr.H.S | Sr.H.S | Reduced | Adult |
|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Lunch | | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| Breakfast | | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| After School Snack | | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| Special Milk Program | \$ <input type="text"/> | | | | | |

BACK SAVE DELETE

[SFA Information] [Meal Charges-Vendors, Verifying Official] [SFA Policy Statement] [Schedule "A" Listing]

Home

Local intranet 100%

7. For example:

- You entered \$1.25 for the meal charge at the elementary school level, but one school contains only grades K – 2 and charges all students in that school \$1.00. The School Specific Meal Charges page should be completed for that school showing a charge of \$1.00. (*See Sample Screen 14*)
OR
- You entered \$1.25 for the meal charge at the elementary school level, but a K-6 school charges two different prices (\$1.00 for grades K-2 and \$1.25 for grades 3-6). Since the highest price at this school matches the price given on the School Food Authority Meal Charge page, *do not* enter School Specific Meal Charge information on this page. *It is not possible to indicate two charges for the same school on this contract.*

8. If program is unavailable or there are no meal charges at this school, enter “0” (zero) in the meal charge fields.
9. If the Meal Charge information for this school now matches that for the School Food Authority, click the “Delete” button at the bottom of the page. *(See Sample Screen 14)*
10. Click “**Save**” button when you are finished. This will save the changes on this school only. **You will return to Schedule A** *(Sample Screen 11)*, where you can continue to update the Policy Statement and Meal Charge pages for other schools. You will see that the links now say “Meal Charges Available” and “Policy Statement Available” once those have been updated. *(See Sample Screen 15)*

Sample Screen 15 – List of Schools Under School Food Authority (Schedule “A”), after Meal Charges have been updated for Test Elementary School

| | | | | | | |
|----------------------|---------------------------------|-------------------------------|--|---|-------------------------------------|------------------------|
| Home | Submit Contract | Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout |
|----------------------|---------------------------------|-------------------------------|--|---|-------------------------------------|------------------------|

National School Food and Nutrition Program 2010-2011 Application
List of Schools Under School Food Authority (Schedule “A”)

139999 - Jefferson

Click on the underline name of each school to review and update information. For more information on when to use the school specific “Policy Statement”, “Meal Charges”, and “Delete this School” options please refer to the SNT Contract Internet Manual.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the “Submit Contract” button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

| School Name & Address | Program Offered | Split Sess. Special Milk | Elderly | Wisc. School Day | Type of Site |
|--------------------------------|--|--------------------------|---------|------------------|------------------------|
| <u>Test Elementary</u> | Meal Charges Available Policy Statement | | | | Delete |
| 123 Main Street | Lunch Menu Option [1] | Yes | No | No | Prep |
| Testville WI 12345 | Lunch Offer Vs Serve [b] | | | | |
| Type: Elementary School | Breakfast Menu Option [1] | | | | |
| Grade Level | Breakfast Offer Vs Serve [g] | | | | |

To add or delete a school

NOTE: A school should only be deleted if it is no longer included in the SFA. Schools that do not participate in any school nutrition programs must still be listed. If a school does not participate, select “**Not in Program**” from the drop-down menu.




You may add or delete a school from **Schedule A – List of Schools Under School Food Authority**. *See Sample Screen 16.*

1. To delete a school
 - a. Open the **School Specific Schedule A Information** *(see Sample Screen 11)* by clicking on the name of the school.
 - b. Click on the “**Delete This School**” link at the bottom of the page to delete all school information. There is a separate link for each school. *See Sample Screen 16.*

Sample Screen 16 – School Specific Schedule A, bottom of page

| Other Programs Offered | |
|---------------------------|-----------------|
| After School Care Snacks | Not In Program |
| Special Milk | Program Offered |
| Elderly Nutrition Program | Not In Program |
| Wisconsin School Day Milk | Not In Program |

| Meal Preparation and Food Safety Inspection | |
|--|----------------|
| Site Type | Preparation |
| Food Safety Program Reviews # | Two Inspection |
| Provide No. of Food Safety Program Reviews Occured Last Year | |

[\[SFA Information\]](#)
[\[Meal Charges-Vendors, Verifying Official\]](#)
[\[SFA Policy Statement\]](#)
[\[Schedule "A" Listing\]](#)



[Home](#)

Done
 Local intranet 100%

2. If you accidentally delete a school, return to the **Schedule A** page and click “**New Record**” to re-enter the school’s information. (See Sample Screen 17).
3. **To add a new school** starting from Schedule A
 - a. Click “**New Record**” This should only be used to add schools not already listed on Schedule A. (See Sample Screen 17).

Sample Screen 17 – List of Schools Under School Food Authority (Schedule “A”), bottom of page

| Test Middle School | Meal Charges | | | | | Delete |
|------------------------------|--------------------------|------------------|----|----|----|--------|
| | Policy Statement | | | | | |
| 456 Main Street | Lunch Menu Option | [1] | No | No | No | Prep |
| Testville WI 12345 | Lunch Offer Vs Serve | [b] | | | | |
| Type: Middle School | Breakfast Menu Option | [1] | | | | |
| Grade Level | Breakfast Offer Vs Serve | [f] | | | | |
| From: 06 To UE | After School Snack | [Not In Program] | | | | |

Menu Option Description

[1] Enhanced Food-based Menu Planning System

[2] Nutrient Standard Menu Planning (NSMP) System or NuMenus

[3] Nutrient Standard Menu Planning (NSMP) System-waiver of weighted averages

[4] Assisted Nutrient Standard Menu Planning (ANSMP) System or Assisted NuMenus

[5] Assisted Nutrient Standard Menu Planning (ANSMP) System-waiver of weighted averages

- b. Enter data in “**Schedule A Information for a New School**” for each new school. If a school does not offer a program select “**Not in Program**” from the drop-down menu. See Sample Screen 12.
- c. When you have entered all information for the new school, including the **Policy Statement** or **Meal Charges** if applicable, click on the “Continue” button.

Site Count Mismatch Summary

1. The total number of schools reported for each program offered on the **School Food Authority Policy Statement** must match the total number of sites reported on Schedule A.
2. If the number of sites for any of the programs does not match, this screen (*Sample Screen 18*) will appear.
3. Check the School Policy Statement and/or School Schedule A pages by clicking on the buttons at the bottom of the page, correct the information and re-submit the contract.

Sample Screen 18 – School Count Mismatch Summary

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | **Submit Contract**

National School Food and Nutrition Program 2010-2011 Application
School Count Mismatch Summary

139999 - Jefferson

Total schools count reported on policy statement for one or more programs does not match with total number of schools reported on Schedule A offering that program(s). Please check the table below to see mismatch summary of school count listed by program.

| Programs Offered | Total # of Schools reported on Policy Statement | Total # of Schools reported on Schedule A |
|-----------------------------|---|---|
| After School Snacks Program | 0 | 1 |

In order to successfully submit contract, total school count reported on policy statement and schedule A should match. Please correct the school count and submit the contract again.

BACK

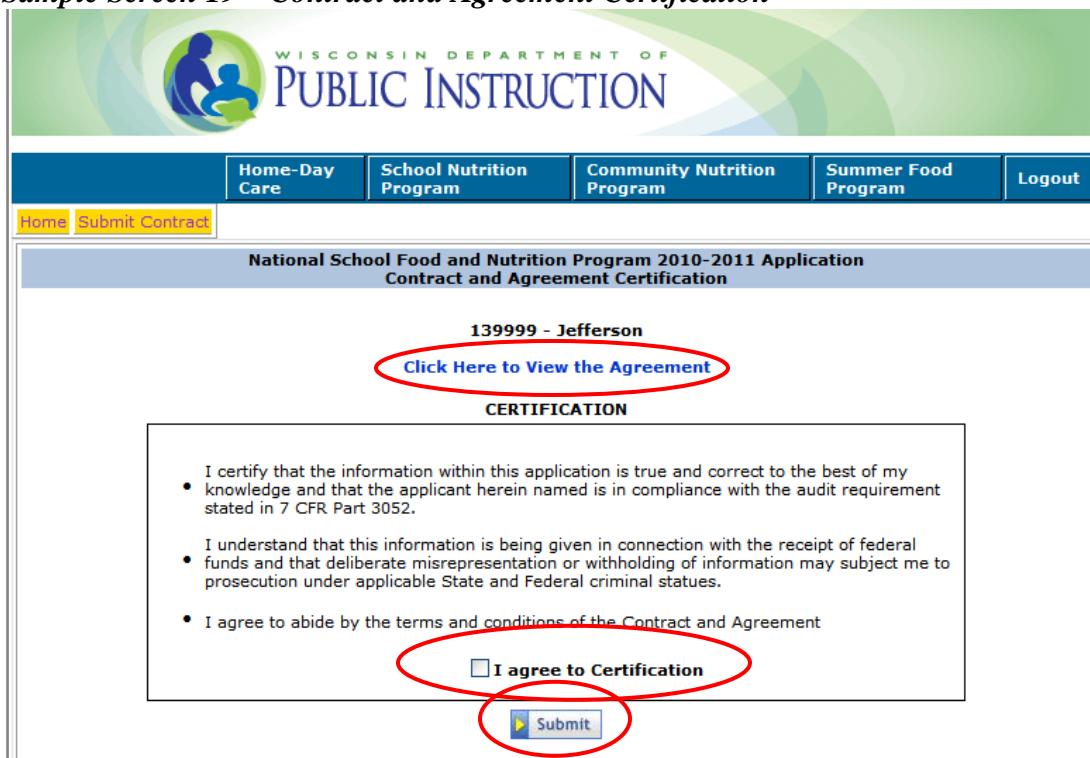
[SFA Information] [Meal Charges-Vendors, Verifying Official] [SFA Policy Statement] [Schedule "A" Listing]

Certification

1. After you have added or updated information for Schedule A, click on the “**Continue**” button at the bottom of the page. *See Sample Screen 11.*
2. This will bring you to the Certification page (*Sample Screen 19*).

You must accept the terms and conditions of the Permanent Agreement, as updated for 2010-2011. Click the “I Agree” button on the new certification page to accept the agreement. A link to the Permanent Agreement appears on this page – please be sure to review and print a copy for your records.

Sample Screen 19 – Contract and Agreement Certification



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Submit Contract

**National School Food and Nutrition Program 2010-2011 Application
Contract and Agreement Certification**

139999 - Jefferson

[Click Here to View the Agreement](#)

CERTIFICATION

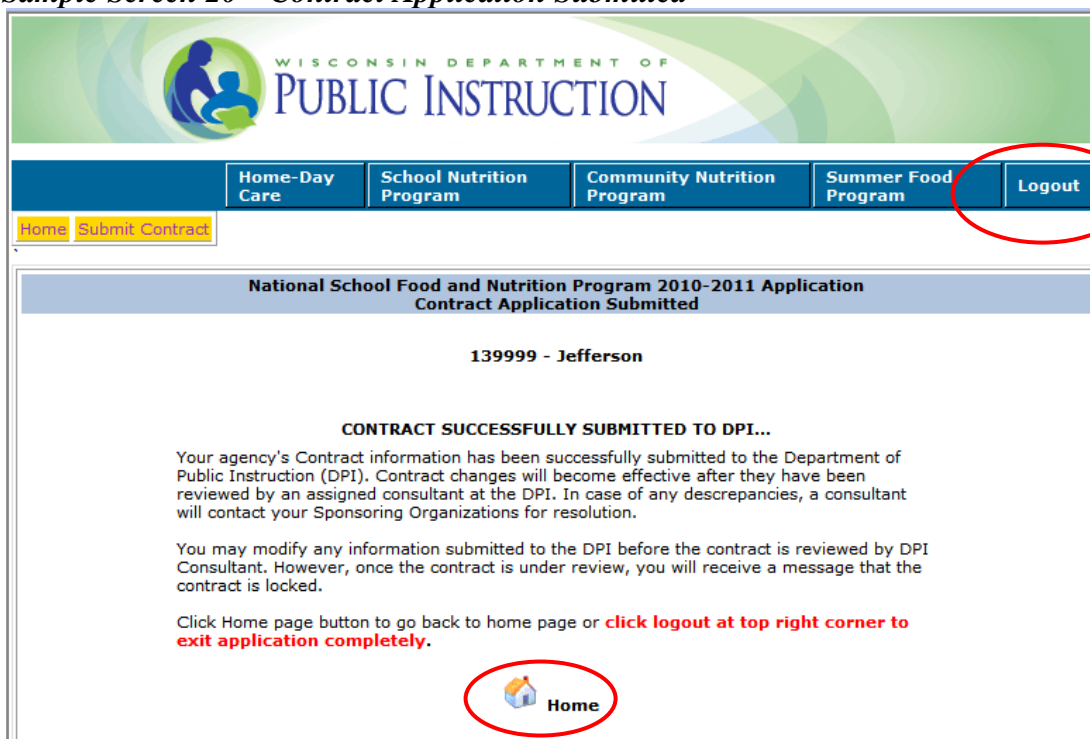
- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- I agree to abide by the terms and conditions of the Contract and Agreement

☐ I agree to Certification

[Submit](#)

4. Then click the “Submit” button to submit your contract to DPI for review and approval.
5. This will bring you to a confirmation page (*Sample Screen 20*). After you have accepted the terms and conditions of the Permanent Agreement and your contract data has been received at the DPI, the following message appears “Your agency’s contract information has been successfully submitted ...”

Sample Screen 20 – Contract Application Submitted



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | Submit Contract

**National School Food and Nutrition Program 2010-2011 Application
Contract Application Submitted**

139999 - Jefferson

CONTRACT SUCCESSFULLY SUBMITTED TO DPI...

Your agency's Contract information has been successfully submitted to the Department of Public Instruction (DPI). Contract changes will become effective after they have been reviewed by an assigned consultant at the DPI. In case of any discrepancies, a consultant will contact your Sponsoring Organizations for resolution.

You may modify any information submitted to the DPI before the contract is reviewed by DPI Consultant. However, once the contract is under review, you will receive a message that the contract is locked.

Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

[Home](#)

6. Click “**Home**” to return to the Menu for further modifications
7. Click on the blue “**Logout**” button at the top right to exit the FNS system.

Troubleshooting

1. **If you forget your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or Jacqueline.Jordee@dpi.wi.gov.
2. **To change your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or Jacqueline.Jordee@dpi.wi.gov. Changing this password will change the password for all related child nutrition applications including claims for reimbursement, ordering commodities, contract access, etc. If you change your agency's password, you will need to notify other staff in your agency who need to use those functions of the new password.
3. **To return to a prior page/screen,** click on one of the 'links' at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a **different color** than the regular printing on the entry pages. If you click on the "Back" icon at the top of the screen, your data will *not* be saved from the screen you are currently on.
4. **Exiting the program:** To exit the contract system, click the "**Logout**" button. This button is part of the blue bar at the top of the screen, on the far right.
5. **Prior to contacting DPI** with questions related to entering data on your contract, please be prepared to answer the following questions:
 - a. What is your agency code?
 - b. What information are you trying to enter? (**Example: "School Contract"**)
 - c. What screen are you viewing? (**Example: "1st entry screen", "Schedule A", "School specific information"**)
 - d. What page/s in this manual are you referring to? **Page numbers are listed at the bottom-center of each manual page.**
 - e. Be sure you have the manual with you when you call, so that you can note the answer to your question in the manual for future reference.
6. **Making changes to your contract:** You can access and update your contract online at any time. Remember to click the "Continue" or "Save" button at the bottom of each screen, and to submit the contract at the end of the process to make sure your updates will be sent to the School Nutrition Team for approval.
7. **Contacting the School Nutrition Team:**

Department of Public Instruction
School Nutrition Team
125 S. Webster Street
Madison, WI 53707
608-267-9228 (phone)
608-267-0363 (fax)
Rek.Kwawer@dpi.wi.gov